



August 26, 2021

Nicholls State University

Office of the President

P.O. Box 2001 | Thibodaux, LA 70310 | 985.448.4003 | 985.448.4920 [F]

Via Electronic Submittal To File Upload Site Portal

Louisiana Ethics Administration Program
617 North Third Street
LaSalle Building, Suite 10-36
Baton Rouge, LA 70802

To Whom It May Concern:

Nicholls State University is seeking formal approval of a disqualification plan for a spousal couple employed by the University in the College of Sciences and Technology. Dr. Quenton Fontenot has been employed with Nicholls State University in the Department of Biological Sciences since August 2002 and became Department Head in August 2017. His spouse, Dr. Allyse Ferrara, has been employed as a faculty member in the Department of Biological Sciences since January 2002. Based on the above time-spans of employment, we believe that Dr. Fontenot serving in the role of Department Head does not violate §1119 of the Code of Ethics as an exception to the nepotism prohibition, LRS 42:119C(2) allows for the continued employment of a public servant when the public servant has been employed in the agency for at least one year prior to the immediate family member becoming the agency head (department head). However, to prevent any participation violations outlined in LRS 42:1112B(1), approval is sought for the following disqualification plan for Dr. Quenton Fontenot:

In the matters listed below involving Dr. Allyse Ferrara, Dr. John Doucet, Dean of the College of Life Sciences and Technology, will function as the initiator and/or first-line approver, and Dr. Quenton Fontenot, Department Head for Biological Sciences, will be disqualified from participating in any of the following regarding Dr. Allyse Ferrara:

- Any and all employment requisition (R1/R2) creations related to her position;
- Any promotional advancements or pay changes, including academic titles and special awards (e.g. Endowed Professorships, Presidential Award for Teaching Excellence, etc.);
- Performance evaluations;
- Approval of timesheets;
- Approval of travel, and travel advances and reimbursements;
- Approval of Purchase requisitions/purchase orders, or P-card transactions;
- Approval of fundraising activities;
- Any and all grant documents and funds;
- And any other transactions in which Dr. Allyse Ferrara would have a substantial economic interest.

Conversely, as a faculty member in the Department of Biological Sciences, Dr. Allyse Ferrara is not in a position to initiate or approve any of the above functions in relation to Dr. Quenton Fontenot, with the exception of performance evaluations; which is a function wherein all departmental faculty evaluate the department head. Therefore, in the performance evaluation of Dr. Quenton Fontenot as Department Head for Biological Sciences, Dr. Allyse Ferrara shall recuse herself from participation in such evaluation.

The University has already instituted this disqualification plan and we are now respectfully requesting the Board of Ethics' formal approval.

Sincerely,

Jay Clune
President